

FACILITY RENTAL POLICIES & PROCEDURES

Facility Use Application:

- A damage deposit and Facility Use Application are required to book reservations.*
- Reservations are accepted on a first paid/first served basis. We cannot hold dates.
- Reservations are accepted up to two years in advance.
- Booking requests less than 30 days in advance are booked at the city's discretion.
- If approved, full payment of all fees are due at the time of booking.
- Parties on the application must be at least 21 years of age and present during the event.
- Up to 2 adults may be listed on the Facility Use Agreement as applicants.
- Only applicants are authorized to sign rental checklists or make changes to your booking.
- Applicants assume full responsibility for their party and guests in case of damage, theft or disturbances during the event.
- Facility Use Applications are in this packet, online at desmoineswa.gov/facility, or Des Moines Parks and Recreation/1000 South 220th Street, Des Moines, WA 98198.

****** Note: City of Des Moines reserves the right to adjust deposit amounts based on party size and activities.**

Deposit amounts:

- 100% of the Damage Deposit is due and payable at the time of contracting.
- DAMAGE DEPOSITS ARE REFUNDED LESS A \$100.00 BOOKING FEE.
- Refunds are contingent upon the condition of the building following your event.
- Rentals forfeit all deposits if a disturbance of the peace is determined.
- Refunds will be issued within 30 days of the use of the rental.
- Deposits must be paid at time of submitting Facility Use Application to secure a facility.

******Note: Deposits paid by Credit/Debit card typically speed up the refund process.**

Rental Fees:

- Rental fees must be paid in full thirty (30) days prior to the event.
- Payment methods accepted are: Visa/MasterCard, Cash, Check or Money Order.
- Bookings made less than 30 days prior must pay ALL fees in full at the time of booking.
- Additional Staff and/or security may be required for groups that are serving alcohol in our facilities. See 'Security Policy' below.
- Cancellation Policy and Fees:
In the unfortunate times that an event has to be cancelled the renter agrees and understands that the facility has been held for them and that the facility has been turned down to other prospective renters. Due to the above, the below cancellation fee schedule will apply
 - Cancellations made 91 or more days before the reservation will be charged a \$500 cancellation fee (\$100.00 Cancellation fee for Picnic Shelters.)
 - Cancellations made 90 days or less of the reservation will be charged 50% of the rental fee and forfeit all of their damage/security deposit.

Day of Details:

The day of your event is all about the details, and we're here to help you know what you'll be responsible for, and what we will take care of. To help answer your questions, here are some general expectations and housekeeping items.

What We Do:

- Provide one on-site staff person for the duration of your event.
- Walk through of the facility to show the areas and supplies you have access to.
- Provide tables and chairs at each facility – call for exact tally.
- Assist in answering questions and troubleshooting during your event.
- Guide your clean up and walk through the building to inspect prior to your departure.

You should expect to:

- Arrive at your scheduled start time. We do not allow early drop off or set up.
- Set up tables, chairs and other supplies as needed for your event.
- Maintain control of your group and ensure recreation policies are enforced.
- Clean up following your event, finishing by the end of your rental.
- A Rental Inspection Checklist will be provided.

Building Security:

Groups greater than 100, groups estimating 100 or more guests with alcohol or parties open to the public **(regardless of size)** will require additional staff and/or police supervision at an additional cost. Security and staff are assigned at discretion of the City. Applications are reviewed by Police Dept; officers are assigned per the Chief. Call for current rates.

Rate Definitions:

City of Des Moines residents contribute to Parks, Recreation and Senior Services Department programs through the payment of city taxes. Effective January 1, 2010, the City of Des Moines implemented a Resident Discount Policy offering residents discounted fees for recreation programs. Non-residents and city residents who do not provide proof of residency will be assessed the full fee for programs. The Resident Discount (“RD”) Fee is available to residents living within the City of Des Moines’ jurisdictional boundaries. To qualify for the “RD” Fee participants must provide proof of residency such as:

- Valid picture ID with a Des Moines Address.
- Valid picture ID accompanied by a utility bill with their Des Moines Address.

****Note: Questions related to residency should be directed to 206-870-6527.

Group Classification Definitions:

- Group 1: Non-profit groups with proof of non-profit (501(c) 3) or similar status.
- Group 2: Open membership groups: Non-profit in nature and/or private parties.
- Group 3: For Profit Public Events

****Note: Fee waivers are available for qualifying organizations at the discretion of the Parks and Recreation Director

For information on waiver requests, call (206) 870-6527.

Use of Alcohol:

Alcohol is only permitted inside rented facilities. Alcohol is not permitted in parks or picnic shelters in the City of Des Moines. If you plan to host a party with alcohol in a city building, here are some things that you'll need to provide:

- All security deposits, security personal payment, and rental fees paid in full, in advance.
- Provide a Certificate of Insurance naming the City of Des Moines as additional insured.
- See 'Insurance Requirements' below.
- Purchase an appropriate State Liquor permit, display at your event, and provide us with either:
- A Banquet Permit (to serve alcohol) or a Special Occasion Liquor Permit (to sell alcohol)

Items to Note with Alcohol at an event:

- Insurance costs vary per event type and size. See 'Insurance Requirements,' for details on getting a quote.
- Rental clients are responsible for the behavior of their party.
- Alcohol is not permitted outside, in parking lots, parks or similar at any time.
- Underage drinking in a city facility is never permitted, and results in termination of the rental agreement.
- If an event is booked as a non-alcohol event and improperly serves alcohol, the rental will be terminated and all damage deposits will be surrendered.
- Expulsion from a city facility, for any reason, results in forfeiture of all fees and deposits with no refund.

Insurance Requirements:

Insurance is required for the following types of events:

- Events serving alcohol.
- Events involving 'high risk' physical activity as determined by the City of Des Moines.
****Note: Bounce houses are a 'high risk' activity, and require proper insurance.
- Events that are selling food in a city facility.

****Note: The required insurance policy is: Commercial General Liability insurance with limits of \$1 million combined single limits per occurrence naming the City of Des Moines as an additional insured.

Renters may obtain insurance by contacting your own insurance agent or through the Washington Cities Insurance Authority (WCIA) carrier.

Insurance quotes are available by visiting Washington Cities Insurance Authority at: www.ebi-ins.com/tulip. The site will prompt you to input a building code for the facility you have booked. Codes for City of Des Moines facilities are:

Des Moines Activity Center: 0465-039

Des Moines Field House: 0465-044

Founders Lodge : 0465-047

Auditorium: 0465-040

Rental Rules and Regulations:

- Bookings are accepted (pending availability) between 8am–12am. All cleaning must conclude by 12am.
- Rental hours are consecutive and include time for delivery of supplies, set-up, take down, and clean-up.
- If an event is booked as a non-alcohol event and improperly serves alcohol, the rental and damage deposit will be surrendered.
- Set-up begins at the agreed upon start time for your rental. Early delivery of supplies is not permitted.
- All items brought into a facility by the renter are to be removed by the end of the rental period.
- Renters will place garbage in the outside dumpster located in a gated area near each building.
- City-owned equipment made available and used by the rental group must be thoroughly cleaned. This includes tables, chairs, kitchen facilities, floors, sinks, restrooms, and hallways.
- Cleaning supplies (mops, brooms, cleansers, trash bags, etc.) are available. Ask staff for supplies.
- If additional facility cleaning is required by City or custodial staff, it will be deducted from the damage deposit.
- It is the responsibility of the rental group to set up and move furnishings as desired.
- Renters will be asked to replace all furnishings to their original position before leaving the facility.
- Applicants are the only individuals allowed to sign the Rental Inspection Checklist before/after the rental.
- Rental clients that do not sign the Rental Inspection Checklist forfeit their damage deposit in full.
- We do not allow throwing rice, birdseed, or confetti inside or outside of the buildings.
- We do not allow helium balloons in our facilities, as they interfere with our fire detection system.
- Decorations on walls or windows are allowed with non-marring tape. No tacks, staples, glue or similar.
- Use of illegal drugs, smoking, or gambling is not permitted in any City facilities.
- Smoking is NOT permitted within 25 feet of City buildings. Renters are responsible for picking up refuse.
- Renters must keep their party in the areas rented and out of other spaces in the building.
- All minors on the premises must have adult supervision at all times.
- Event participants must park in designated parking areas only. Please do not park illegally or in fire lanes.
- Additional parking can be arranged at the Des Moines Field House. Call at least 2 weeks in advance.
- Parks open to the public cannot be reserved. Building and/or shelter space is available. All other spaces in parks are available to the general public on a first come–first served basis.

Frequently asked questions:

- How do I reserve a facility? A completed Facility Use Application and the appropriate damage deposit is due to our Field House office to book your desired facility and date.
- How old is the Field House? The Field House was built in 1939 as part of the Works Progress Act. It was recognized as a King Co. Historic Landmark in 1984.
- How do I pay for my reservation? We accept credit (Visa or MasterCard), debit, check, cash, or money order. Generally, deposits made with a credit/debit card are refunded more quickly.

- When would I get my damage deposit back? If the facility is left in good standing expect to see your deposit refund within 30 days. Note that deposits are refunded less a \$50 booking fee.
- Do I need to book rental time for set up and cleaning? Yes, all reservations must be booked to include the time that you'll need to set up and the time that you'll need to clean afterwards. Rental hours are between 8am–12am.
- Can I serve alcohol at my event? Yes. Note that we require a higher damage deposit, and that it is mandatory to purchase a banquet permit and Commercial General Liability Insurance to host with alcohol in a City building. More details are inside this guide.
- What kind of decorations can I have at my event? We allow decorations, provided anything on walls or windows are hung with non-marking tape. Most light tapes (i.e. painters tape) work fine.
- Here are a few things that we do NOT allow:
 - Helium balloons in facilities: unfortunately, they can set off our smoke alarms
 - Birdseed, confetti and/or rice: very difficult to clean off of concrete and hard wood surfaces
 - Staples, thumbtacks or nails: these damage our walls
- Are there salmon in the creek that runs under the Founder's Lodge? Yes! Des Moines Creek is a salmon habitat, and it is important to keep people and debris clear of the creek.
- Can I have a DJ or a live band? Yes, music is allowed at indoor facilities. Amplified sound must not be audible from 20 feet away, and it must be off by 11:00pm. Amplified sound is typically NOT allowed in Des Moines Parks.
- How do I know what my price will be? Pricing is based on two separate criteria: the type of event (non-profit, private or for-profit/corporate events) and residency (resident or non-resident of Des Moines). Generally, most private events fall into the 'Group Two' category. New accounts must provide address verification for resident rate.

GENERAL RENTAL POLICIES:

- Des Moines Parks & Recreation does not assume responsibility for personal property left unattended in City Facilities. Lost & Found items are held 30 days and then donated to charity or disposed of.
- Limited Liability: The City of Des Moines cannot be responsible for accident, injury, or loss of property.
- City Events: The City of Des Moines scheduled events will take precedence over non-city events.
- Music played at any indoor facility or outdoor picnic shelter area must not be audible from 20 feet away.
- Amplified sound (band, DJ, etc.) is not allowed in parks without city approval. Guest Conduct: Renters are responsible for the conduct of all members of their party. Disorderly conduct, intoxicated people, or disturbance of the public peace will result in being required to vacate the premises.
- Misuse of any park facility or the failure to comply with these regulations will be sufficient reason for forfeiture of damage and/or denial of further reservations.